

Coding Clerk Job Description

Job Title – Coding Clerk		Reports to: Director of Patient Administration				
Job Code-		Overtime Status: <u>Exempt (not eligible)</u> <u>X</u> Non-Exempt(eligible)				
Department – Patient Administration		Prepared by:		Date:		
Facility -		Approved by:		Date:		
Job Summary The incumbent will be responsible for the accurate delivery of inpatient and outpatient coding of records within the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of medical coding systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.						
Supervises <ul style="list-style-type: none"> None 						
Primary Responsibilities <ul style="list-style-type: none"> Completes accurate inpatient and outpatient coding of records Completes timely coding of outpatients diseases according to CPT coding systems Abstracts information from the medical record in compliance with state and other regulatory agencies Communicates effectively with staff 						
Other Responsibilities <ul style="list-style-type: none"> Attends staff meetings Completes continuing education credits as needed 						
Education/Certifications/Licenses <ul style="list-style-type: none"> Graduate of accredited program in medical coding High School Diploma or GED equivalent Certified RHIA, RHIT, CCS or CCP by AHIMA or AAPC 						
Experience <ul style="list-style-type: none"> Required – 2 years experience in medical records services Preferred - 5 years experience in medical records services and coding in hospital environment 						
Special Skills/ Equipment <ul style="list-style-type: none"> Proficient in use of CPT medical coding software Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 						
Contacts Internal patients, providers, staff, and volunteers External patients and providers						
Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i>						
General Activity	Number of Hours					
		None	1-2	2-4	4-6	6-8
	Drive	X				
	Sit				X	
	Stand		X			
Walk		X				

Coding Clerk Job Description continued

Motion	Up to 1/3 of shift		1/3 or more of shift	
	Bend			
	Squat			
	Crawl			
	Climb			
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
	Twist			
Turn				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function	
	Right Hand	X		
	Left Hand	X		
	Right Foot	X		
Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift	
	Up to 10 pounds	X		
	Up to 25 pounds			
	Up to 50 Pounds			
	Up to 100 pounds			
More than 100 pounds				
Body Fluid Exposure	No <u>XX</u>		Yes	
Mental Demands		YES		YES
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
Influence People	X	Relate to Others	X	
Working Environment		YES		YES
	Indoor	X	Loud Noise	X
	Outdoor		Fumes	
	High Temperatures		Confined Areas	X
Low Temperatures		Radiation Area		

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature